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# Composition I

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*Collin College*

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**COLLIN COLLEGE**  
**COURSE SYLLABUS**

Course Information
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**Course Number:** ENGL 1301

**Course Title:** Composition I

**Course Description:** Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Lab required.

**Course Credit Hours:** 3

- Lecture Hours: 3
- Lab Hour: 1

**Prerequisite:** Meet TSI college-readiness standard for Reading and Writing; or equivalent

**Student Learning Outcomes:**

- **State Mandated Outcomes:** Upon successful completion of this course, students will:
  1. Demonstrate knowledge of individual and collaborative writing processes. (Teamwork, Communication Skills)
  2. Develop ideas with appropriate support and attribution. (Communication Skills)
  3. Write in a style appropriate to audience and purpose. (Communication Skills)
  4. Read, reflect, and respond critically to a variety of texts. (Critical Thinking)
  5. Use Edited American English in academic essays.
- **Additional Collin Outcome:** Upon successful completion of this course, students should be able to do the following:
  1. Demonstrate personal responsibility through the ethical use of intellectual property. (Personal Responsibility)

**Withdrawal Policy:** See the current *Collin Registration Guide* for last day to withdraw.

**Collin College Academic Policies:** See the current *Collin Student Handbook*

**Americans with Disabilities Act Statement:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**Religious Holy Days:** Please refer to the current *Collin Student Handbook*. Per the *Handbook*, "Students are required to file a written request with each professor within the first 15 days of the semester to qualify for an excused absence."

**Instructor's Name:** Rusty Shelton

**Office Number:** SCC L215

**Office Hours:** MWF 10:00-11:00am or by appointment

**Phone Number:** 972-881-5703

**Email:** Please use ONLY my [rshelton@collin.edu](mailto:rshelton@collin.edu) email address to contact me.

**Class Information: ENGL 1301**

**CRN:** 10132

**Section Number:** S03

**Meeting Times:** MWF 8:00-8:50am

**Meeting Location:** S03 in G219

**Required Textbooks:** Students should have all textbooks on the first day of class.

*The Norton Field Guide to Writing with Readings and Handbook*, Bullock, Daly Goggin and Weinberg  
*News of the World*, Paulette Jiles

**Suggested Supplies:** Materials for taking notes during lectures. Students will need access to The Dallas Morning News (DMN) editorial pages as the source material for the personal essays in the monthly reports. Most school libraries including Collin College's SCC library subscribe to the DMN.

**Attendance Policy:** Consistent attendance is essential for success. I take attendance at the beginning of each class, and the progression of writing assignments build on classroom discussions. Students who miss 15% or more of the class meetings will not pass this course. Please use the syllabus in Canvas to keep up with missed assignments during absences. Students must turn in assignments that are due on an absent date upon their return to class to avoid late grades.

**Additional Student Learning Outcomes:** Effective written communications differentiate employees in professional workplace environments. My classroom discussions and all writing assignments will focus on practical approaches to written communications.

### **Course Requirements:**

#### Minimum Technology Requirement

- Computer use

#### Minimum Student Skills

- Keyboarding, Microsoft Word, internet navigation, Power Point

#### Preparation and Participation

- Active engagement in classroom discussions and consistent preparation will enhance learning and contribute to the grade.

#### Guidelines for Writing Assignments

- Writing assignments are due at the beginning of class on the designated dates. Students **MUST** submit all writing assignments in person. **I do not accept emailed drafts or final revisions.**
- Writing assignments submitted late will automatically drop by at least 2 letter grades per class day.
- All writing assignments (drafts and final revisions) **must be typed.**
- Each assignment must be generally free of mechanical errors, follow basic grammatical rules and adhere to current MLA (8<sup>th</sup> edition) guidelines.
- Well organized essays that follow a clear Introduction-Body-Conclusion framework, include strong sentence structure and rely on active voice verbs are key to success in this course.

**Canvas:** All writing assignments will appear in Canvas. As we move through the semester, I will post syllabus revisions in Canvas. Every student is responsible for his or her own progress, so you should monitor Canvas for syllabus updates, assignments and new discussion topics.

**Grade Components:** Students must turn in all writing assignments to pass ENGL 1301.

20% = Attendance, preparation and classroom participation, including the **lab requirements** (see below)

20% = 4 Monthly reports that include personal essays (Aug, Sept, Oct, Nov)

10% = Chapter, grammar and usage quizzes

10% = Workplace documents  
10% = 2 Writing quizzes on the novel  
10% = Formal argument essay  
10% = Literary analysis essay  
10% = Final exam – profile essay

**Lab Requirements (10% of semester grade; addresses state-mandated “lab” component):**

1. “Writing “Workshop” is my term for classroom time committed to 1-on-1, instructor-student essay reviews and feedback. **They are not optional for student participation.** Not participating or not providing typed drafts that reflect preparation and a grasp of the assignment on the designated dates will drop a writing assignment’s grade by at least 2 letters.
2. A **minimum** of 1 appointment with the Spring Creek Campus’ **Writing Center** in room D-203 (or the on-line Virtual Muse) prior to November 15<sup>th</sup>. The Writing Center emails me a summary of your appointment.

**Method of Evaluation:** grading scale.

90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D and ≤59%=F

**Scholastic Honesty:** As clearly stated in section 7.2.2 of The Collin College Student Handbook, “All work submitted for credit is expected to be the student’s own work.” Clear evidence of scholastic dishonesty such as plagiarism will result in an immediate grade penalty of at least 2 letter grades on a specific writing assignment. Any further evidence of scholastic dishonesty on that student’s subsequent writing assignments will result in a semester grade of “F.” We will cover MLA guidelines on citing sources during the first 2 weeks of class so that you will know how to prevent any appearance of scholastic dishonesty.

**Mobile Phones, Laptops and Tablets:** During class hours, please turn off and store all phones. Students are free to use laptops for taking notes, but that should be the sole use of laptops during class. For monitoring emergency situations, please set phones to vibrate and inform me prior to the beginning of class that you are monitoring an emergency. I will pay you the same courtesy if I need to monitor any emergency situation. This requirement aligns with Collin College’s “scholastic honesty” policy. Some in-class assignments are quizzes and because of mobile phones’ cameras, they must stay off of desktops during class. Phones on desks at any time during the semester will significantly impact the 20% classroom participation grade component.

**Course Calendar:**

August

- 27 Introduction to course: syllabus, textbooks, writing assignments  
Grammar and usage guidelines; grading criteria and notations
- 29 Monthly reports; personal essays; navigating The Dallas Morning News editorial pages  
*Norton Handbook*
- 31 MLA 8<sup>th</sup> edition guidelines (Writing Center presentation)  
*Norton Ch.s 49 Quoting, Paraphrasing and Summarizing. 50 Acknowledging Sources, Avoiding Plagiarism, 51 Documentation, 52 MLA Style*

September

- 3 **Labor Day holiday**
- 5 *August Monthly Report due; Norton Handbook*
- 7 Feedback on monthly reports  
Watch Paulette Jiles’ interview; guidelines for writing about literature  
Begin discussing the novel
- 10 *Norton Part 1: Academic Literacies*
- 12 Writing quiz on chapters 1-10 of *News of the World*
- 14 Discuss the novel
- 17 *Norton Ch.s 13 Arguing a Position, 36 Arguing, 39 Defining*
- 19 Quiz #1
- 21 Feedback on quiz; arguments, cont’d
- 24 Arguments, cont’d
- 26 *Writing workshop for argument essays*
- 28 *Argument essays due; Norton Ch. 40 Describing*

## October

- 1 *September Monthly report due; Norton Handbook*
- 3 *Norton Ch. 22 Resumes and Job Letters*
- 5 *Job docs; Norton Ch. 32 Portfolio*
- 8 *Conclude job docs*
- 10 *Elevator pitches; Linked-In overview*
- 12 *Begin writing workshop on job docs*
- 15 *Conclude job docs writing workshop*
- 17 *Workplace documents due; writing profiles ("Red Bandana")*
- 19 *Norton Ch. 17 Literary Analyses*

**October 19<sup>th</sup> is the last day to withdraw.**

- 22 *Discuss the novel*
- 24 *Discuss reviews of *News of the World**
- 26 *Writing quiz #2 on *News of the World**
- 29 *Discuss the novel*
- 31 *Writing workshop on 3<sup>rd</sup> personal essay draft (part IV of monthly report)*

## November

- 1 *October Monthly report due; Norton handbook*
- 5 *Quiz #2*
- 7 *Feedback on quiz #2; writing profiles ("xxxx")*
- 9 *Writing workshop on literary analyses*
- 12 *Literary analyses due; conclude discussions on the novel*
- 14 *Quiz #3*
- 16 *Feedback on quiz*
- 19 *Office hour in regular classroom*

## **21-23 Thanksgiving holidays**

- 26 *Memoirs and Profiles*
- 28 *Norton Ch. 19 Profiles*
- 30 *Norton Ch. 18 Memoirs, evaluations*

## December

- 3 *November Monthly Report due; memoirs and profiles*
- 5 *Writing workshop for profile essays*
- 7 *Writing workshop, cont'd – December 7<sup>th</sup> is the last class meeting.*

- 12 *S03 (8:00am) final exam (turn in profile essay)*